



## ATENEO DE MANILA UNIVERSITY

Memo # U2425-035

16 Sep 2024

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**TO** All University units which receive donations

**SUBJECT** Implementation of new process on Donation handling and Associated Charges

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The Office of University Development and Alumni Affairs (OUDAA) has proposed an update on the way we, as a University, receive donations with associated charges. As we continue to strengthen our fundraising initiatives and prepare systems and processes in anticipation of the Magis Aspirations (MA) programs and the increase in the volume of donations, we foresee a corresponding rise in Service Fees and Bank charges associated with these transactions. These costs have been absorbed by the University, and upon thorough review and recommendation by the OUDAA, an adjustment on the process of receiving and handling associated charges are enumerated below.

To promote the sustainability of our fundraising efforts, ensure consistency across all donation-receiving offices in the University, and align with standard practices of other fundraising bodies, it is requested that these new procedures are followed:

- 1. Coverage of Charges:** effective immediately, the University will no longer cover service fees and bank charges associated with donations. These charges will be deducted from the donation of the donor. This policy will be articulated in our giving channels, pledge forms, and Memoranda of Agreement (MOA) with donors as applicable.
- 2. Net Donations:** Recipients of donations will receive the amount after the deduction of applicable charges, and donors will be issued receipts with amounts net of applicable charges.

*\* Exception to these changes are the donations from the US made through the Philippine Jesuit Foundation (NY). Ateneo will continue to contribute to cover the Service and Bank fees incurred by donations coursed through this channel. The University will credit the full amount of the donation to the recipient's fund.*

I request your understanding and cooperation in implementing these new procedures. By adopting these changes, we aim to enhance the efficiency and sustainability of our fundraising efforts, ensuring that we can continue to support the University's mission and programs effectively.

Should you have any questions or require further information, please do not hesitate to contact the Office of University Development and Alumni Affairs at [development@ateneo.edu](mailto:development@ateneo.edu).

Thank you for your continued support and commitment to our University.

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# ATENEIO DE MANILA UNIVERSITY

President